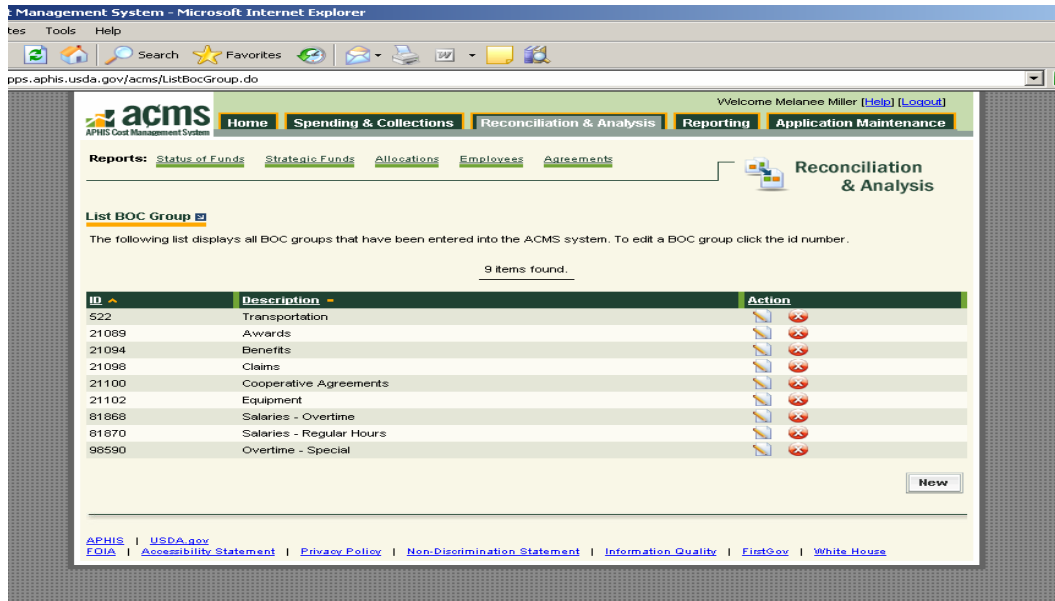


LIST BOC GROUPS

ACMS allows for the creation of BOC groups. Creating BOC groups allows the user to group a range of BOCs together and then give them a label which will be pulled into the reporting interface. This will make identifying a range of BOCs easier within the BRIO reporting tool.

To create a BOC group:



Step 1:

1. To create a BOC Group:

- Select the division using the Division drop down list, in which you would like to see recurring BOCs.
- Select each recurring BOC has an ID, the BOC that is recurring and a brief description.

<Click> the **Edit** icon to edit the recurring BOC.

<Click> the **Delete** icon to delete the recurring BOC.

Step 2:

2. To create a new recurring BOC for that division:

- Click the **New BOC Group** button.
- Add the BOC group description into the BOC group description field.
- Add a starting BOC number in the **Start BOC** column.
- Add an ending BOC number in the **End BOC** column.
- <Click> the **Save** button to save the BOC Group. If you do not wish to save the BOC Group, click the **Cancel** button to return to the previous screen.